12/21/94

APP RECORDS RETENTION SCHEDULE

APPROVAL REQUEST	EST	(1) DEPARTMENT, BOARD OR COMMISSION	NOISSIM	8
		DEPARTMENT OF CONSUMER AFFAIRS	JUMER AFFAIRS	
		BOARD OF VOCATIONA	BOARD OF VOCATIONAL NURSE & PSYCH. TECH. E	EXAMINERS
Records Retenti	Submit three copies with three copies of the Records Retention Schedule, STD. 73.	ADDRESS 2535 CAPITOL OAKS	ADDRESS 2535 CAPITOL OAKS DRIVE, SUITE 205, SACRAMENTO, CA 95833	ENTO, CA 95833
TO: DEPARTMENT O OFFICE OF INFO	TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES	CHECK THE APPROPRIATE BOX: (2) New schedule of record	THE APPROPRIATE BOX: New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)	mplete boxes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (o	1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)	(3) X Revising a previous schedule. (Complete b (A new approval number will be assigned.)	Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.)	
(916) 445-2294 or	(916) 445-2294 or CALNET 485-2294	(4) Amending some pages (The original approval)	Amending some pages of a previous schedule. (Complete boxes 8 - 12.) (The original approval number will remain in effect.)	es 8 - 12.)
NEW SCHEDULE	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
INFORMATION (If applicable)	VN & PT Rev.4	12-7-94	7	1998.5
PREVIOUS SCHEDULE	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED
INFORMATION (If applicable)	VN + PT - 1 Rev. 3	87-357	11-23-87	∞

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

PART I -- AGENCY STATEMENTS

13) SIGNATURE-MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS ax day xa C. Olimato ASST. EXECUTIVE OFFICER (15) DATE SIGNED 12-12-94

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

SIGNATUJE:-CHEFOF ARCHIVES	Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	HE ATTACHED RECORDS RETENTION SCHEDULE:	ART III ARCHIVAL SELECTION (Per Government Code Section 14755)	Information Management Consultant	to hamona M. Hiterrey	OF GENERAL SERVICES APPROVAL (Per	TERRY HAENECI	As Considered of Typed S	of Signal Unit - RECURDS MANAGEMENT ANALYST
(28) DATE SIGNED JAN. 3 O 1985	ary of	tate	755)	(24) DATE SIGNED (24) 1-3-95	94-397 95-001 W	Government Code Section 14755)	CANDIA IN CANDIA	I	(17) TITLE (7)

STD. 73 (REV. 5-92)

DEPARTMENT (1) Consumer Affairs	SCHEDULE NUMBER (2) VN & PT	DATE (3) December	7, 1	994
ORGANIZA JONAL WITVocational Nurse & Psychiatric Technician Examiners	PAGE 1	OF	7	PAGES (4)

ITEM CUBIC C NUMBER FEET* (Triple space between			ween items)	MEDIA	Street St	or office	205, Sa RETER DEPT. (13)	NTION SRC	o, CA 9:	PRA (Exempt) &	REMARKS
NUMBER FEET ** (Triple space between items) (6) (7)	STATE ARCHIVES USE ONLY (8)	(Triple space bet	ween items)	1			DEPT.	SRC	TOTAL	(Exempt) &	REMARKS
			LICENSURE	(10)	(11)	(12)	(13)		l		(4*%)
1 185		APPLICATIONS FOR	LICENSURE					(14)	(15)	(16)	(17)
1 185											
		Applications - Accepted		P	**************************************	2 yrs			2yrs	X1	Exempt per Public Records Act, Government Code 6254(c). Access by data subject: Information Practice Act, Article 8.
2 25		Applications - Rejected		P	A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.A.	2 yrs			2угв	X1	Failed to meet minimum requirements Title 16 - Section 2512(a)(1): Application shall be deemedabandoned[if the] applicant fails to complete the application within the two years after it is originally submitted or within two years after last notification of deficiency.
3 275		Applications - Examina	tion	P		2 yrs			2 yrs		Business and Professions Code, Section 2512(a)(2): An application shall be deemedabandoned[if the] applicant fails to submit the initial license fee within two years after notification by the Board. Disposal criteria: Confidential witnessed
											destruction. Until revised, suspended, obsolete or no longer usable.
											Information required for licensure verification. Note: Provided to other state nursing Boards upon receipt of out-of-state endorsement forms.
4 3		Personal Data Cards (Applicants Accepted)		P		2 yrs			2 yrs		SAME AS ABOVE.

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1) Consumer Affairs	SCHEDULE NUMBER (2) VN & PT	December 7, 1994
ORGANIZE GANT UNTVocational Nurse & Psychiatric Technician Examiners	PAGE 2	OF 7 PAGES (4
ADDRESS (Number Street City)	DEPARTMENT OF GENERAL S	ERVICES APPROVAL NUMBER (5)

		and in SAM	1600	2535 Capitol	Oaks	s Dri	ve, Suite	205, Sa	cramento	, CA 95	833 y	4.326
ITEM NUMBER		CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF RECORDS	EDIA	ITAL		RETER			PRA (Exempt)	REMARKS
(Triple spac	e between ns)		(Triple space bet	veen items)			OFFICE	DEPT.	SRC	I		(17)
NUMBER	FEET *	STATE ARCHIVES USE ONLY		rated by test am candidates, Referenced te nursing boards	P P P	(I) VITAL	Current Current 25 yrs	DEPT. (13)		total (15)	& IPA (16)	Business and Professions Code, Section 2512(a)(2): An application shall be deemedabandoned[if the] applicant fails to submit the initial license fee within two years after notification by the Board. Disposal criteria: Confidential witnessed destruction. Until revised, suspended, obsolete, or no longer usable. Information required for licensure verification. Note: Provided to other state nursing Boards upon receipt of out-of-state endorsement forms. SAME AS ABOVE.
*Provide	total of of	lice and depart	mental									•

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)
Consumer Affairs	VN & PT	December 7, 1994
ORGANIZATIONAL UNIT Paged of Vocational Nurse & Psychiatric Technician Examiners	PAGE 3	OF 7 PAGES (4)
ADDRESS2595 Capitol Oaks Effice, Suite 205, Sacramento, CA C95833	DEPARTMENT OF GENERAL SER	RVICES APPROVAL NUMBER (5)

		and in SAM	1600									
	CUBIC FEET *	CALIFORNIA STATE	TITLE AND DESCRIPT	ON OF RECORDS	MEDIA	VITAL		RETE	NTION		PRA (Exempt) &	REMARKS
(Triple space b	between	ARCHIVES	(Triple space bet	veen items)	Z	5	OFFICE	DEPT.	SRC	TOTAL	IPA	
items) (6)	(7)	USE ONLY	(9)		(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
			LICENSE FILES		P		current			current	X 1	Exempt per Public Records Act, Government
7	840		Current License Folders		r						Ai	Code 6254(c). Access by data subject: Information Practice
						***************************************						Act, Article 8. (revoked, canceled, retired and deceased)
						Managada Proprieta Companya (Managada Proprieta Companya						Currently renewed in active or inactive status. (Anyone holding an inactive license may not engage in an activity for which an active vocational nurse license is required.)
8	300		Expired license folders be placed on microfilm.	will	D		99 yrs			99 yrs	X1	Eligible for renewal for 4 years. Reapplication is required if license is not renewed within 4 years of its expiration.
9	40		Renewal Applications		P		4 yrs	The second secon		4 yrs	X1	Renewal applications remain in cashiering number order. Licenses expire biennially. New cashiering number assigned replaces previous number. This is an update to the licensing process. (IPA & PRA)
										The state of the s		Disposal criteria: Confidential witnesses destruction. Note: Retain four years or until audited, which ever comes first.
*Provide tot	tal of offi	ce and depart	mental			7						

STD. 73 (REV. 5-92)

SCHEDULE NUMBER (2) VN & PT December 7, 1994 DEPARTMENT (1)
Consumer Affairs 7 PAGES (4) PAGE ORGANIZABOAA UNTVocational Nurse & Psychiatric Technician Examiners

ITEM UMBER		CALIFORNIA STATE	TITLE AND DESCRIPT	2535 Capito	MEDIA	VITAL		RETE			PRA (Exempt)	94.3214 REMARKS
(Triple spac	e between	ARCHIVES	(Triple space bet		Ĭ ₩		OFFICE	DEPT.	SRC	TOTAL	IPA	
iten (6)	is) (7)	USE ONLY	(9)	······································	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
10	3		BUDGETARY INFOR a) Budget and expenditu b) Statement of Revenue c) Budgets and working d) Audit reports	res ÷	P	Adamatana del proprio del composito del comp	5 yrs			5 yrs		a),b),c): Retained as historical data for budget preparation, reference.d): Prepared by departmental auditors following an audit.
11	5		CONTRACT FILE This file contains copies between the Board and: a) Subcommittee for evaluation b) CTB/McGraw-Hill c) Examination sites d) Board meeting site	testing contractor	P		active +2 yrs			active +2 yrs		When contract expires.
12	20		FISCAL MATERIAL This file contains mater Board's cashiering func a) Report of Collection monies collected) b) Refund requests (doname and copy of collection) c) Returned payment fee, name, reason, remittance) d) Audit copies and volumes.	rials relating to the etions: ons (report of late requested, warrant issued) notices (return of and type of	P		2 yrs 2 yrs 2 yrs	2 yrs 2 yrs 2 yrs 2 yrs		4 yrs 4 yrs 4 yrs 4 yrs		Destroyed after Departmental audit. If no aud is conducted, destroy after 4 years. (Program Manager's decision)

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DEPARTMENT (1) Consumer Affairs	SCHEDULE NUMBER (2) VN & PT	Date (3) December	7, 1994
ORGANIZATIONAL UNIT Vocational Nurse & Psychiatric Technician Examiners	PAGE 5	OF	7 PAGES (4)

D. 73 (HEV. 5				Doald Of V				***				DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)
	Sec	e instructions e and in SAM		ADDRESS (Number 2535 Capit	ol Oak	Stre s Dr		e 205, Sa	erament	city o, CA 9		94 ° 3 2 L
ITEM JMBER	CUBIC FFFT *	CALIFORNIA STATE	TITLE AND DESCRIPT		MEDIA	1			NTION		PRA (Exempt)	REMARKS
Triple space		ARCHIVES	(Triple space bet	ween items)	₩	5	OFFICE	DEPT.	SAC	TOTAL	IPA	
item: (6)	s) (7)	USE ONLY	(9)		(10)	1	(12)	(13)	(14)	(15)	(16)	(17)
13.	15	TRANSFER TO ARCHIVES	ADMINISTRATIVE F a) Board Meeting Minus Original paper docum Board meetings. Incl	tes (SAM-1699); nents used for nudes agenda	P	MANA ATTENTION TO THE PARTY OF	10yrs			10yr		Until superseded, revised, or obsolete.
14	5	MANSFER TO ARCHIVES	and back-up materials b) Board policy manual Formal policies adopt Board.	;		***************************************	current +10yr			current +10yr		
15	10	MOUNTER TO	c) Legislative files; Bill analyses; position related correspondence		A A A A A A A A A A A A A A A A A A A		7yra			7у18		
.16*	1	ANCHIVEZ ARCHVEZ	d) Legal opinions; Attorney General opi Departmental legal st effecting the Board.			***************************************	15yra	To the state of th		15yrs		•
17	.5	WESSHARE MINISTER 19	e) Annual Report to Go Yearly status of the I Governor's Office.	vernor; Board for			16yrs	TO THE TAX AND THE		10yrs		
		ice and depart	mental									

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1) Consumer Affairs	SCHEDULE NUMBER (2) VN & PT	December 7, 1994
ORGANIZATIONAL UNIT	PAGE 6	OF 7 PAGES (4)
ADDRESS 2595 Capitol Oaks Drive, Suite 205, Sacramento, CA 095833	DEPARTMENT OF GENERAL SE	ERVICES APPROVAL NUMBER (5)

TITEM CUBIC CALLERIAL THE AND DESCRIPTION OF RECORDS Transcription of PRECORDS												
Case Files Copies of correspondence regarding specific subject areas under the Board's jurisdiction. P Sym				TITLE AND DECORPTION OF DECORDS	₫	7	RETENTION				(Exempt)	REMARKS
Case Files Copies of correspondence regarding specific subject areas under the Board's jurisdiction. P Sym	, ,					E			T	TOTAL		
18 10			USE ONLY		1				í		(16)	(17)
a) Subject files; Copies of correspondence regarding specific subject areas under the Board's jurisdiction. b) Daily files (chron) c) Board Member correspondence CASE FILES UBSTANTIATED: This file contains all documentations of the investigation of a complaint b) Requests for investigation of a complaint against a licensee. File includes but is not limited to: UNSUBSTANTIATED: This file contains all documentations of the investigation of a complaint against a licensee. File includes but is not limited to: O Copies of legal documents and correspondence UNSUBSTANTIATED: This file contains all documentations of the investigation of a complaint against a licensee. File includes but is not limited to: O Copies of legal documents and correspondence. UNSUBSTANTIATED: This file contains all documentation of the investigation of a complaint against a licensee. File includes but is not limited to: a) Original complaint b) Requests for investigation c) Findings and recommendations d) Copies of legal documents and correspondence.	(6)	(7)	(8)		1	(11)	(12)	(10)	114)	\10/	(10)	
21/21/21/21/21/21/21/21/21/21/21/21/21/2	18	10	Wichiaes Lynneley Ly	a) Subject files; Copies of correspondence regarding specific subject areas under the		***************************************	5 yrs			5 yrs		
21 150 CASE FILES SUBSTANTIATED: This file contains all documentation of the investigation of a complaint against a licensee. File includes but is not limited to: a) Original complaint against a licensee. File includes but is not limited to: a) Original complaint against a licensee. File includes for investigation of principles of principles of investigation of principles of pri	19	1		b) Daily files (chron)			2 yrs		-	2 yrs		
CASE FILES SUBSTANTIATED: This file contains all documentation of the investigation of a complaint against a licensee. File includes but is not limited to: a) Original complaint b) Requests for investigation c) Status reports d) Findings and recommendations e) Copies of legal documents and correspondence. UNSUBSTANTIATED: This file contains all documentation of the investigation of a complaint against a licensee. File includes but is not limited to: a) Original complaint b) Requests for investigation c) Findings and recommendations d) Original complaint c) Findings and recommendations d) Copies of legal documents and correspondence.	28	3	WESTER DE	c) Board Member correspondence			1	функалалы жүү үчүү үчүү үү Аламана		1		Until term expires
*Provide total of office and departmental			· · · · · · · · · · · · · · · · · · ·	SUBSTANTIATED: This file contains all documentation of the investigation of a complaint against a licensee. File includes but is not limited to: a) Original complaint b) Requests for investigation c) Status reports d) Findings and recommendations e) Copies of legal documents and correspondence. UNSUBSTANTIATED: This file contains all documentation of the investigation of a complaint against a licensee. File includes but is not limited to: a) Original complaint b) Requests for investigation c) Findings and recommendations d) Copies of legal documents and correspondence.	P		1		4 yrs	Active + 5 ym	X1	disposition of judgement. Exempt from Public Records Act per Government Code Section 6254(K). Not available to the data subject per section 1798.3(a)(4) of the Information Practices Act. Disposal criteria: Confidential witnessed
	*Provide t	*Provide total of office and departmental										

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DEPARTMENT (1) Consumer Affairs		ULE NUMBER (2) & PT		December 7, 1994		
ORGANIZATIONAL UNITVOcational Nurse & Psychiatric Technician Examiners	PAGE	7	OF	7	PÁGES (4	

See	ADDRESS (Number Street City) 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833							DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)				
ITEM CUBIC CALIFORNIA NUMBER FEET * STATE TITLE AND DESCRIPT ARCHIVES (Triple space between triple space between t		TION OF RECORDS		VITAL						REMARKS		
items) (6) (7)	USE ONLY	(9)		(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	
22		miscellaneous Fl a) Intravenous Therapy Withdrawal Certifica Vocational Nurses - applications for cou- correspondence rela courses.	//Blood ation for Licensed file contains rse providers and	P		б yrs			буға		Intravenous Therapy/Blood Withdrawal courses are approved for 2-year periods. Destroy after 6 years.	
23-0 2	ESSENAINE STATE OF THE PROPERTY OF THE PROPERT	b) Continuing Education Vocational Nurses - course approval for approval letters, and relative to establishe	file contains ms, instructor 1 correspondence	P		6 yrs			буга		CE courses are approved for 2-year periods. Destroy after 6 years.	
24 80		ACCREDITED/APPR FILES This file contains mater accredited and/or appronursing: a) Annual school rep b) Special program r c) Faculty and clinically Application for ace e) Requests for currify General correspon	ials relating to ved schools of orts eports al facilities creditation culum changes	P		active			active		Until accreditation terminates.	
 <u>*Provide total of offi</u>	*Provide total of office and departmental											